OCT 3 1985

U.S. Department of Justice
Justice Management Division
Office of Personnel and Administration

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1986 Training Course Calendar

Published by the Justice Management Division
Office of Personnel and Administration
Personnel Staff
Career Management Group Tel. 724-7493

October 1985

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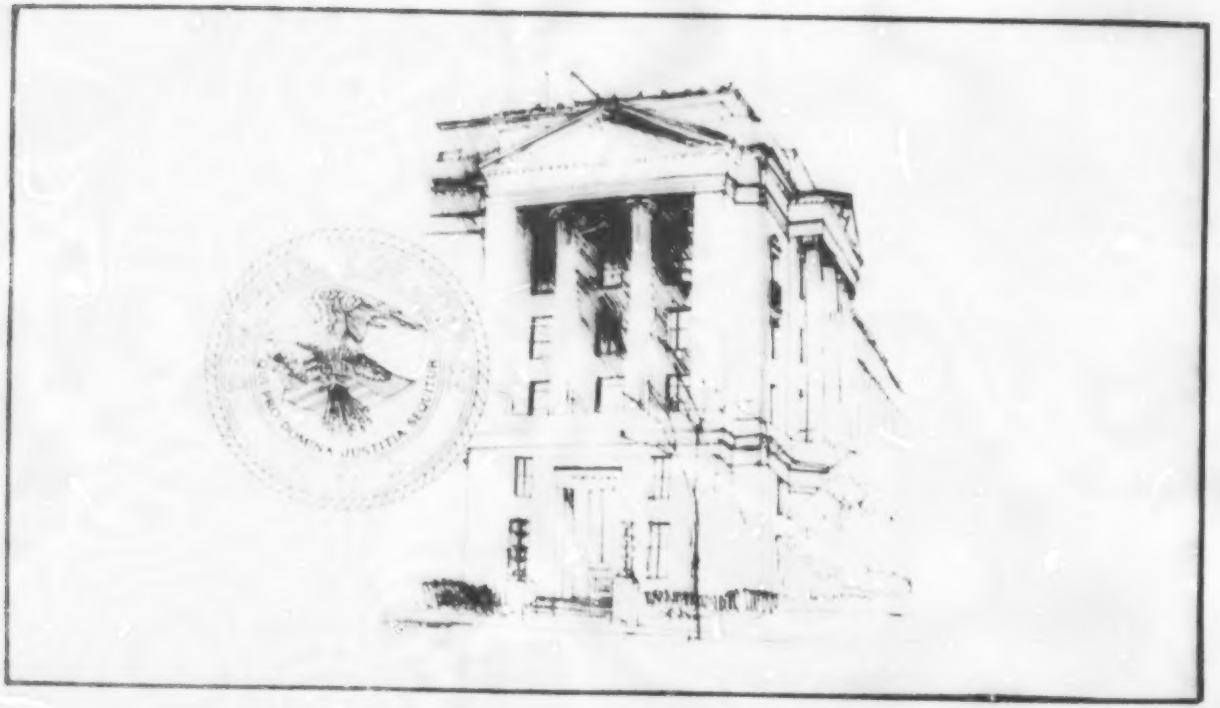

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The Career Management Group (CMG), Personnel Staff, Justice Management Division, conducts and coordinates a variety of training and career development opportunities to assist Department employees in acquiring and/or sharpening job skills, knowledges and abilities necessary for optimum performance of present job duties and responsibilities, as well as future assignments. The 1986 training schedule includes a full range of training activities for all levels of employees. However, specific eligibility requirements are identified for those programs limiting attendance by occupation, grade level and/or program content and purpose. Tuition indicated for each program includes cost of all textbooks and materials to be used by the participant. Tuition for Executive Development and Management Training includes lodging and meals when program is held at the FBI Academy.

Most training programs listed in this calendar, except where noted, are conducted in the **DEPARTMENT OF JUSTICE TRAINING CENTER**, located on the second floor of the **NATIONAL ASSOCIATION OF LETTER CARRIERS' BUILDING, 100 INDIANA AVE., N.W., WASHINGTON, D.C.** Additional information on training programs listed may be obtained by calling the CMG Staff Contact on **724-7492**. Specialized training and other requests for technical training and career development assistance should be directed to Mr. Richard P. Kubic, Assistant Director for Career Management, Personnel Staff, on 724-7492.

Executive Development, Management, Supervisory, Professional Development, Procurement, Microcomputer and Paralegal Training Programs are open to all eligible employees in the offices, boards and divisions (OBD), and bureaus. While the Executive Development and Management Training Programs are open primarily to DOJ managers and executives, selected employees from other Federal agencies may attend on a space available basis. Similarly, other Federal agencies may request participation in the Supervisory, Professional Development, Procurement, Microcomputer and Paralegal Training Programs on a space available basis.

Records Management, Secretarial/Clerical, Communications, Legal Support, Upward Mobility and Special Interest Training Programs are open, primarily, to all eligible OBD employees. However, bureau employees may request participation in these programs on a space available basis. Participation is open to other Federal agencies on a more limited space available basis.

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EXECUTIVE DEVELOPMENT

ATTORNEY GENERAL'S EXECUTIVE SEMINARS

Program	Course Description	Dates	Tuition	Location	CMG Contact
• Congressional Briefing Conference (91119)	Examines the functions, organization, and activities of the Legislative Branch and their impact on the Department and its mission. Program examines interrelationships between Congress and the Department of Justice and discusses factors influencing legislative actions. Provides opportunities to meet with and question Congressional members and staff concerned with Department operations. (GM-13 and above) (20 hours)	Mar. 25-27, 1986	$325.00	Capitol Hill Washington, D.C.	Dottie Cisneros
• New Directions in Law Enforcement (91226)	Examines strategies and skills needed in the fight against organized crime, topics of current importance in the field of law enforcement, and policy directions affecting the Department's crime fighting efforts. (GM-13 and above) (20 hours)	Mar. 5-7, 1986	$250.00	Department of Labor Executive Development Training Center Washington, D.C.	Gordon Hermes
• Executive Seminar for SES Candidates (SES CORE Curriculum)* (91126)	Explores and looks at the Federal Budget, budget execution and procurement, and reviews contracts and fiscal procedures for the manager. Examines computers, office automation, case load management, and factors involved in implementing information systems. Analyzes the Federal Personnel System, its operation, merit pay and the personal liability of the Federal Executive. (GM-15 and above) (32 hours)	Apr. 1-4, 1986	$200.00	DOJ Training Center	Gordon Hermes
• The Policy Makers (91112)	Utilizing distinguished high-level government officials and trade association and industry executives, the program recognizes that Department executives can benefit from an understanding of the dynamics of the Washington scene and its impact on the judicial, legislative, and executive process. Emphasizes informal, off-the-record discussions with members of Congress, top executive agency appointees, well-known lobbyists, and other key players in the governmental process. (GM-13 and above) (20 hours)	Feb. 5-7, 1986	$400.00	Capitol Hill Club Washington, D.C.	Gordon Hermes

Program	Course Description	Dates	Tuition	Location	CMG Contact
• Personal Liability of the Federal Executive (91229)	Reviews the "Constitutional Tort" doctrine of liability, Supreme Court definitions of deprivation and immunity, depth of an executive's liability, examines possible legislative amendments to the Federal Claims Act and offers advice to the executive on course of action if subject of a suit. (GM-13 and above) (4 hours)	May 8, 1986	$35.00	Department of Labor Executive Development Training Center Washington, D.C.	Gordon Hermes
• Executive Workshop – Managing The Person (91231)	Reviews the qualities of the successful executive including factors that help in managing one's self. Topics include trends in management styles; stress and its impact on the executive; effective decisionmaking; understanding differences in perception; and personality and how they affect communications. (20 hours)	Mar. 19-21, 1986 (GM-15 and above) Apr. 21-23, 1986 (GM-13 and above)	$375.00	FBI Academy Quantico, Va.	Mike Patchan
• Executive Workshop – Managing The Organization (91115)	Examines practical ways to identify your executive strengths and to apply those insights to the functional responsibilities of your position. The process includes identifying management style; improving the group for which you are responsible, i.e., team building; and maximizing the long-range health of the organization. (GM-13 and above) (20 hours)	Nov. 6-8, 1985	$375.00	FBI Academy Quantico, Va.	Mike Patchan
• Executive Speaking Skills (91237)	Provides participants with techniques and skills enabling them to get their point across in a lively, interesting and informative manner whether speaking off the cuff, in a meeting, or from a platform. (32 hours)	Jan. 21-24, 1986 (GM-13 and above) Apr. 8-11, 1986 (GM-15 and above)	$325.00	American Management Association Management Center, Washington, D.C. Department of Labor Executive Development Training Center Washington, D.C.	Mike Patchan

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•SES CORE Curriculum – In keeping with Civil Service Reform Act of 1978 (CSRA) SES requirements and Office of Personnel and Management (OPM) guidance, certain developmental opportunities have been established for DOJ SES Candidates to assist them in meeting SES Program qualification requirements. This Executive Seminar, or equivalent, is required for all Department SES Candidates.

NOMINATION PROCEDURES

Executive Seminars are open to SES Candidates and incumbents and selected GM-13 through 15 managers, or GS equivalents. All SES Candidates will be notified and scheduled for this training. An SF-182, Request, Authorization, Agreement and Certification of Training, must be submitted through proper administrative channels to the Career Management Group (CMG) for each nominee. Bureau training officers should submit copies 3, 4, 5 and 6 of the SF-182; each office, board and division should submit a full 5-part set of the SF-182 to the CMG.

MANAGEMENT TRAINING

ATTORNEY GENERAL'S MANAGEMENT SEMINARS

Program	Course Description	Dates	Tuition	Location	CMG Contact
• Effective Use of Power and Influence (91230)	Participants will learn to distinguish between power and authority, various power strategies and their use in an organization. Skills will be developed to enable individuals to use their managerial power in an effective and responsible manner. (GS-11 and above) (24 hours)	Oct. 23-25, 1985	$295.00	FBI Academy Quantico, Va.	Mike Patchan
• Project Management Systems (91116)	Provides an understanding of the complexities of project management, the techniques for its effective implementation and how to anticipate and solve problems before they arise. Managers will also learn how to deal with people and "turf" problems in the organization. (GS-11 and above) (16 hours)	Oct. 30-31, 1985	$200.00	DOJ Training Center	Mike Patchan
• Time Management (91217)	Explores time-use attitudes and provides practical "how-to" techniques and tips for accomplishing more work in less time. Topics include strategies for getting work done faster and working smarter, not harder, to get results. (16 hours)	Feb. 3-4, 1986 (GS-11 and above) May 5-6, 1986 (GM-13 and above)	$125.00	DOJ Training Center	Dottie Cisneros
• Assertiveness Training for Managers (91234)	Participants will learn how to handle conflict with strength and decisiveness and to practice dealing with both comfortable and uncomfortable job situations succesfully; learn to use communications to improve professionalism and productivity; recognize identified management styles; and learn the real difference between assertiveness and aggressiveness. (GS-11 and above) (8 hours)	Jan. 13, 1986	$150.00	DOJ Training Center	Dottie Cisneros
• Sharpening Memory Skills (91212)	Identifies steps for building and maintaining a powerful memory. Includes reviewing laws of memory (visualization, association, repetition), supervised memory practice, including memory-listening and memory-reading exercises. (16 hours)	Jan. 16-17, 1986 (GM-13 and above) Mar. 10-11, 1986 (GS-11 and above)	$150.00	DOJ Training Center	Mike Patchan Dottie Cisneros

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Program	Course Description	Dates	Tuition	Location	CMG Contact
• Managing Organizational Conflict (91233)	Participants will learn to identify the causes of conflict, its early warning signs and how to turn it into a constructive management tool. Reviews the handling of conflicts within one's group as well as the identification of and dealing with problem individuals. (GM-13 and above) (16 hours)	Feb. 20-21, 1986	$175.00	DOJ Training Center	Mike Patchan
• Power Negotiations (91214)	Examines competitive and collaborative negotiation processes and explores variables for negotiation success; reviews modes of negotiation, telephone negotiations, common negotiation errors, pre-negotiation objectives, tactics and counter measures. Participants learn and apply a range of strategies and techniques used in negotiation through a real money negotiation exercise. (20 hours)	Dec. 18-20, 1985 (GM-13 and above) Jan. 8-10, 1986 (GS-11 and 12) May 28-30, 1986 (GM-13 and above)	$225.00	FBI Academy Quantico, Va.	Mike Patchan Dottie Cisneros Mike Patchan
• Effective Management (91224)	Addresses modern management concepts and their relationship to effective interpersonal relations, planning, individual styles of management, written and oral communications, self-assessment techniques, time management and improving subordinate performance. (36 hours)	Apr. 7-11, 1986 (GM-13 and above) May 12-16, 1986 (GS-11 and above) June 9-13, 1986 (GS-9 and above)	$295.00	FBI Academy Quantico, Va. San Francisco, California	Dottie Cisneros Mike Patchan Gordon Hermes
• Problem Solving and Decisionmaking (91221)	Emphasizes the rational thinking process underlying sound problem analysis, problem solving, decision analysis, decisionmaking and planning behavior. Includes being aware of intrapersonal and interpersonal skills important in the formulation and implementation of sound decisions and plans. A significant portion of the seminar is spent applying the learned principles to on-the-job situations. (36 hours)	Dec. 2-6, 1985 (GM-13 and above) Apr. 28-May 2, 1986 (GS-9 and above) June 2-6, 1986 (GS-11 and above)	$295.00	FBI Academy Quantico, Va. Dallas, Texas FBI Academy Quantico, Va.	Dottie Cisneros Mike Patchan Gordon Hermes
• Stress Management (91222)	Identifies ways to change stress-generating behavior; presents latest research on stress and health, and reviews techniques for reducing and coping with stress. (16 hours)	Oct. 24-25, 1985 (GM-13 and above) Feb. 20-21, 1986 (GS-11 and above)	$175.00	DOJ Training Center Department of Labor Executive Development Training Center Washington, D.C.	Dottie Cisneros Gordon Hermes

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Program	Course Description	Dates	Tuition	Location	CMG Contact
• Women in Management (91215)	Designed for women managers and women who soon will be managers. Examines classical management theories, current developments in the field of human behavior and the use of these skills for increased personal and organizational effectiveness. Focus is on leadership skills, realities of the organizational hierarchy, group dynamics, motivation and authority as it applies to women. Assessment of individual strengths and developing support systems within organizations are stressed. (32 hours)	Oct. 8-11, 1985 (GS-11 and above) May 20-23, 1986 (GS-9 and above)	$295.00	FBI Academy Quantico, Va. Dallas, Texas	Dottie Cisneros
• Management Briefing Techniques (91235)	Aids in developing strategies for creating and delivering effective briefings. Participants will increase their skills in selecting and using visual aids; preparing and delivering briefings, handling discussion; and answering questions. Exercises with video support are a part of the seminar. (24 hours)	Dec. 11-13, 1985 (GM-13 and above) Feb. 26-28, 1986) (GS-11 and above)	$300.00	Department of Labor Executive Development Training Center Washington, D.C.	Dottie Cisneros Mike Patchan
• Manager and Productivity (91232)	Participants will learn how to manage people efficiently by using more effective motivation, delegation, conflict management and counseling techniques. Information given includes skills designed to correct poor performance, improve organization effectiveness, knowing when not to delegate and discovering the true realities of "people management." (24 hours)	Feb. 12-14, 1986 (GM-13 and above) Apr. 16-18, 1986 (GS-11 and above)	$150.00	Department of Labor Executive Development Training Center Washington, D.C.	Mike Patchan Dottie Cisneros
• Team Building and Productivity (91242)	Identifies characteristics of the effective team, building cohesiveness, creating a positive psychology of teamwork, increasing individual skill levels, creating a "human data base" and understanding the limitations of participative management. (GM-13 and above) (16 hours)	Nov. 14-15, 1985	$200.00	Department of Labor Executive Development Training Center Washington, D.C.	Dottie Cisneros
• Editing for Improving Subordinates' Writing (91244)	Covers rules of clear writing and discusses how to use them to edit and improve subordinates' writing so that rewrite time is reduced. (GS-11 and above) (24 hours)	Mar. 12-14, 1986	$200.00	DOJ Training Center	Mike Patchan
• Successful Middle Management Seminar (91243)	Develops the experienced middle manager's (12 months or more in the position) ability to increase the effectiveness of subordinate managers. Addresses role of the manager in a multilevel organization. Topics include creating proper job atmosphere and improving the organizational structure. Course is open to experienced second-level managers and project directors. (GS GM-13 and above) (24 hours)	Nov. 19-21, 1985	$350.00	FBI Academy Quantico, Va.	Mike Patchan

Program	Course Description	Dates	Tuition	Location	CMG Contact
• The Managing Manager (91241)	Gives new middle managers (12 months or less on the job) a sound foundation in interpersonal, administrative and conceptual skills. Topics covered are managerial effectiveness (skills, change, styles), managerial challenges (behavior, culture, conflict, problem solving), organizational effectiveness (policy, control, objective-setting) and a perspective on the American management style. (GS/GM-13 and above) (24 hours)	Dec. 18-20, 1985	$400.00	Foreign Service Institute Rosslyn, Va.	Gordon Hermes

NOMINATION PROCEDURE

At the beginning of each fiscal year, each Department organization requests and is assigned participant spaces in the executive and management seminars. Individuals selected by their organization to attend these programs must submit, through proper administrative channels, an SF-182, Request, Authorization, Agreement and Certification of Training to the CMG. Bureau training officers should submit copies 3, 4, 5 and 6 of the SF-182; each office, board and division should submit a full 5-part set of the SF-182 to the CMG, Attention: CMG contact, Room 202, NALC Building.

SUPERVISORY TRAINING

Management Practices Course (92101)	Meets the Department's 80-hour supervisory training requirement. Covers transition from work to management, motivation and behavior at work, interviewing, setting and communicating expectations, labor relations, records, complaints, time management, counseling workers, follow-up and corrective actions, performance appraisal, employee assistance, FOIA, security responsibilities, EEO and non-performance related personnel actions. Open to all OBD and Bureau first-level supervisors and experienced supervisors who have not yet had supervisory training. (56 classroom hours plus required pre-class reading and out of class daily preparation)	Feb. 20-28, 1986 Apr. 21-29, 1986 Sep. 4-12, 1986	$175.00	DOJ Training Center	Roland Finken
Labor Management Relations for Supervisors and Managers (94102)	Addresses the labor relations process and provides a review of the operation of the Federal Labor-Management Relations Program. Attempts to develop a management philosophy towards collective bargaining and a general understanding of the process. Designed to prepare managers to deal with unions in everyday situations. Open to all DOJ managers or supervisors who have not participated in a DOJ supervisory class within the last three years. (8 hours classroom plus 8 hours preclassroom study)	Nov. 12, 1985 May 28, 1986	$60.00	DOJ Training Center	Roland Finken

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Program	Course Description	Dates	Tuition	Location	CMG Contact
Basic Procurement for Managers (94301)	Designed to meet the needs of technical and program managers who frequently become involved in/or interface with the procurement process. This course is *not* for procurement personnel. Course content includes: the history of procurement; the methods of acquisition; the statements of work; and, the contracting officer's technical responsibilities. (16 hours)	Dec. 16-17, 1985 July 9-10, 1986	$75.00	DOJ Training Center	Roland Finken
Performance Appraisal (94107)	Provides managers and supervisors with a working knowledge of the Department's performance apprasial process in addition to specific studies and exercises that are designed to give hands-on practical and useful skills and techniques for effectively dealing with performance appraisals. Also addresses issues and problems related to deteriorating performance after normal supervisory efforts have failed. (32 hours)	Mar. 31-Apr. 3, 1986	$150.00	DOJ Training Center	Roland Finken
Counseling Skills for Supervisors (92106)	This two-day course is designed to help participants to develop counseling skills. Attendees will examine when and how to use counseling as an effective tool of supervision; identify effective verbal and nonverbal communication techniques; participate in counseling techniques; determine when counseling intervention is appropriate; use a five-step counseling model; and utilize various problem-solving techniques. (16 hours)	Dec. 12-13, 1985 May 1-2, 1986	$125.00	DOJ Training Center	Roland Finken
Assertiveness Training for Supervisors (92107)	This course emphasizes an honest, direct approach for people to assert their supervision without violating the rights of others. It will examine effective verbal and non-verbal behavior; expression of feelings and needs; methods for analyzing difficult situations; development of a greater range of behaviors; self-assessment techniques; development of a support system which strengthens personal conviction; practice in providing soft assertions; and an action plan for personal growth. (16 hours)	Jan. 9-10, 1986 June 5-6, 1986	$125.00	DOJ Training Center	Roland Finken
Interpersonal Communication Skills for Supervisors (92108)	This course is designed to promote self-understanding and to develop an insight into interpersonal relationships within an organization. Training includes: exploration of the dynamics involved in interpersonal relationships; personal assessment of interpersonal style and behavior; analysis of the nature of organizational conflicts; strategies for dealing with difficult work situations; methods for building team effectiveness; and verbal and non-verbal communication. (16 hours)	Feb. 6-7, 1986	$125.00	DOJ Training Center	Roland Finken

Program	Course Description	Dates	Tuition	Location	CMG Contact
Position Management and Classification for Supervisors (94109)	Designed primarily to meet the needs of supervisors and technical staff who frequently become involved in or interface with the position management/classification process. Includes a general overview of concepts and application, developing position descriptions and a classification case study. (16 hours)	Jan. 14-15, 1986	$75.00	DOJ Training Center	Roland Finken
The Problem Employee (92105)	A workshop on techniques for dealing with an employee with deteriorating performance problems after normal supervisory methods have failed to bring about an acceptable restoration of performance. The focus will be directed toward work product, conduct and attendance and methods for resolving the problems. Prime consideration is given to first-time supervisors and managers. (16 hours)	Feb. 12-13, 1986 June 25-26, 1986	$75.00	DOJ Training Center	Roland Finken
The DOJ Budget Process (94302)	Provides introductory knowledge of the Department's budget procedures for supervisors and managers who are involved in the preparation of their organization's budget or who have a need to understand the Department's budget process. (16 hours)	Dec. 18-19, 1985 June 7-8, 1986	$60.00	FBI Academy Quantico, Va.	Roland Finken
Make Your Meetings Work (92110)	This two-day course focuses on procedural skills for conducting an effective meeting, as well as the group dynamic skills for understanding human interaction. It includes planning, types of meetings, objectives and agenda, leadership techniques and organizational climate. (16 hours)	Mar. 6-7, 1986	$125.00	DOJ Training Center	Roland Finken
Internal Control Training (92113)	Provides appropriate managers, supervisors and staff with a working knowledge of their responsibilities and requirements in the internal control process. The course is designed to help participants understand the key aspects of the internal control process such as organization, segmentation, vulnerability assessments, post-vulnerability assessments and limited compliance review. The course will cover the major requirements of the Federal Manager's Financial Integrity Act (FMFIA) and the Office of Management and Budget (OMB) Circular A-123. The course will also help participants to meet their requirements as set forth by the DOJ Order and Guide for the implementation of the FMFIA by developing effective responses using the reporting and assessment tools described in the Guide. Representatives from OMB and GAO responsible for implementing this process for those agencies will also participate in this session. (16 hours)	Apr. 2-3, 1986 Sept. 17-18, 1986	$60.00	FBI Academy Quantico, Va.	Roland Finken

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NOMINATION PROCEDURE

See page 27 for procedures and requirements.

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Program	Course Description	Dates	Tuition	Location	CMG Contact
Conflict Resolution for Supervisors (92114)	Designed for supervisors who wish to develop more constructive approaches to recognizing and dealing with conflict. Appropriate for newly-appointed or prospective supervisors. Increases ability to use conflict inherent in the organizational setting in such a way as to create a working environment which maximizes productivity, participation and innovation. (16 hours)	Mar. 27-28, 1986	$165.00	DOJ Training Center	Roland Finken
Team Building (92124)	Increases participants skills, knowledge and abilities to perform in teams. Identifies characteristics of successful teams and personality traits which work well together in groups. Analyzes conflict situations, determines self-involvement, and applies appropriate strategies for successful teambuilding. (16 hours)	Apr. 7-8, 1986	$120.00	DOJ Training Center	Pat Ciuffreda
Managing Change (92125)	Provides participants with guidelines on managing in a changing environment. Includes modules on self-assessment, understanding and applying an organizational change model to on-the-job situations, and developing individual action plans. (16 hours)	Mar. 25-26, 1986	$120.00	DOJ Training Center	Pat Ciuffreda
The Delegation Dilemma (92126)	Provides supervisors with guidelines to structure group involvement in decisionmaking and ownership of the task. Involves assessing the commitment of the group and analyzing the variables of the work situation. Discusses who should be involved in making decisions, whether individual or group decisionmaking is applicable, how to gain commitment from those implementing decisions, developing a plan to carry out delegated tasks, designing reporting systems, time schedules and understanding human resource utilization. (16 hours)	Mar. 19-20, 1986	$120.00	DOJ Training Center	Pat Ciuffreda

NOMINATION PROCEDURE
See page 27 for procedures and requirements.

PROFESSIONAL DEVELOPMENT SERIES

Designed for professional, administrative and technical personnel in two-grade interval occupational series, GS-7 thru GS-11.

Program	Course Description	Dates	Tuition	Location	CMG Contact
Report and Letterwriting (92116)	A practice-based course for persons who want to improve their skills in writing memos, letters, reports and forms. (24 hours)	Nov. 13-15, 1985 Mar. 3-5, 1986 June 25-27, 1986	$185.00	DOJ Training Center	Roland Finken
Effective Public Speaking (92118)	A practical speaking course, using videotape, to improve preparation, styles, presentation and overall performance. (24 hours)	Dec. 3, 5 and 6, 1985 May 28-30, 1986	$210.00	DOJ Training Center	Roland Finken
Reading for Speed, Comprehension, and Memory (92121)	Focuses on flexibility and acceleration of reading *speed*, expansion of reading *comprehension*, and increasing *retention* rates. (15 hours)	Dec. 9-13, 1985 Mar. 31-Apr. 4, 1986 (half days)	$160.00	DOJ Training Center	Roland Finken
Time Management (92117)	Aids participants in better utilization of time, better organization, greater attention to priority items and better use of to-do lists, planning, scheduling, and delegation. (16 hours)	Nov. 21-22, 1985 Apr. 15-16, 1986	$135.00	DOJ Training Center	Roland Finken
Stress Management (92115)	An informative course for understanding stress as it affects the person, causes of stress on the job and efficient ways to cope with stress. (16 hours)	Nov. 4-5, 1985 Jan. 8-9, 1986 June 3-4, 1986	$135.00	DOJ Training Center	Roland Finken
Systematic Problemsolving (92119)	Participants learn to define problems, to be aware of items that block creativity, and to improve skills and strategy for planning solutions. (16 hours)	Dec. 18-19, 1985 Apr. 9-10, 1986	$165.00	DOJ Training Center	Roland Finken
Effective Decisionmaking (92120)	Examines and analyzes personal decision styles and emphasizes team commitment and improved decision quality. (16 hours)	Mar. 12-13, 1986 June 5-6, 1986	$165.00	DOJ Training Center	Roland Finken

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Program	Course Description	Dates	Tuition	Location	CMG Contact
Preparing for Leadership (92122)	Bridges the gap between being a good team member and becoming an excellent leader. Users self assessment tools and group processes to determine leadership styles. Participants will increase their understanding of leadership strategies and learn how individual differences affect the outcomes of their job. (16 hours)	Nov. 25-26, 1985 Apr. 22-23, 1986	$120.00	DOJ Training Center	Pat Ciuffreda

NOMINATION PROCEDURE
See page 27 for procedures and requirements.

PROCUREMENT TRAINING

Basic Procurement (94306)	Designed for entry-level procurement personnel and other employees needing generalized knowledge of the procurement process. Covers general concepts of the Federal Acquisition Regulation (FAR) and examines DOJ's responsibilities working with these regulations. (16 hours)	Jan. 7-8, 1986 May 6-7, 1986 Aug. 6-7, 1986	$60.00	DOJ Training Center	Roland Finken
FSS and Small Purchase Procedures (94307)	Reviews the regulations and rules pertaining to FSS (Federal Supply Schedule) Small Purchase Method. Concentrates on the procedures for completing buys under this method. Exercises in written solicitations, preparing evaluation matrices, and reviewing justifications for "Other than Full and Open Competition." (24 hours)	Jan. 22-24, 1986 May 28-30, 1986	$185.00	DOJ Training Center	Roland Finken
ADP Procurement (94304)	Presents a detailed analysis of the problems and special aspects of the acquisition process for data processing equipment and services. Topics include Public Law 89-306 (Brooks Act), Public Law 95-511 (Paperwork Reduction Act), FIRMR, Software Development Contracting Deadlines, FIPS PUB 42-1, OMB Circular A-94, and GSA Master ADP Solicitation Document. (40 hours)	Dec. 16-20, 1985 May 19-23, 1986	$360.00	DOJ Training Center	Roland Finken
Contract Administration (94303)	Examines day-to-day contractual operations along with the interrelationships of the pre-award and post-award phases. Topics include subcontracting, important administration functions, closing-out contracts, lease vs. purchase considerations and conflict of interest. (16 hours)	Oct. 7-8, 1985 Apr. 7-8, 1986	$170.00	DOJ Training Center	Roland Finken

Program	Course Description	Dates	Tuition	Location	CMG Contact
Contracting for Services (94305)	Discusses operational problems in contracting for services, as well as pertinent Executive Directives and Legislative Acts which affect the contracting process. Topics covered include types of contracts, formal advertising and negotiation, work statement preparation, price and cost analysis, minority contracting, and conflict of interest. (16 hours)	Dec. 3-4, 1985	$170.00	DOJ Training Center	Roland Finken
Proposal Evaluation, Selection and Negotiation (94311)	Presents sources of information, authorities, and responsibilities related to the Federal Procurement Process. Heavy emphasis on developing a Statement of Work, Technical Evaluation Criteria, and actually evaluating proposals from offerors. Presents techniques for establishing the competitive range and planning for negotiations. Also includes award determination, debriefing and contract monitorship. (40 hours)	Jan. 13-17, 1986	$360.00	DOJ Training Center	Roland Finken
Procurement Contracting Law (94308)	Examines award and administration of Federal government contracts within the legal framework of decisions by the courts, administrative boards, and the comptroller of the U.S. Examines detailed procedures of sealed bidding and negotiation. Considers legal remedies for bidders and contractors when problems arise. (40 hours)	Mar. 24-28, 1986 June 9-13, 1986	$360.00	DOJ Training Center	Roland Finken
Cost and Price Analysis (94309)	Examines the principles and techniques to analyze direct and indirect costs, evaluate proposed fees profits, and conduct price analyses. Covers effect of marketplace on price, cost evaluation by element and evaluating fee/profit objectives. (40 hours)	Mar. 17-21, 1986 June 16-20, 1986	$285.00	DOJ Training Center	Roland Finken

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NOMINATION PROCEDURE
See page 27 for procedures and requirements.

PARALEGAL TRAINING:

Provides opportunity for Paralegal Specialists (GS-950) and Legal Technicans (GS-986) with little or no previous extensive paralegal training to acquire and/or strengthen their knowledge and skills in either the criminal or civil litigation areas depending on current duties and responsibilities. Core curriculum includes legal research/analysis/drafting, civil or criminal litigation and information processes. This core curriculum is 3½ weeks in length and each student is expected to spend the necessary time outside the 124 classroom hours to complete required assignments.

Program	Course Description	Dates	Tuition	Location	CMG Contact
Basic Legal Research and Writing (93101)	Focuses on American judicial systems, nature of judicial process, importance of appellate process and "judge-made" law, publication of court opinions and intricate research techniques used to locate "on-point" case law. DOJ Library used to provide practical legal research. Extensive legal writing on hypothetical case problems required. (40 hours)	Jan. 27-31, 1986 May 5-9, 1986	$320.00	DOJ Training Center	Alex Bartning
Advanced Legal Research and Writing (93102)	Concerned with legal analysis and research techniques. Legislative and regulatory processes in Federal law examined as well as publication of statutes and regulations. DOJ Library used to provide practical legal research. A significant amount of writing and individual study is required in this program. (40 hours)	Feb. 3-7, 1986 May 12-16, 1986	$320.00	DOJ Training Center	Alex Bartning
Civil Litigation Program (93103)	Introduces the civil litigation process and the Federal Rules of Evidence. (30 hours)	Feb. 10-14, 1986 May 19-23, 1986	$320.00	DOJ Training Center	Alex Bartning
Criminal Litigation Program (93104)	Introduces the criminal litigation process and includes Federal Rules of Criminal Procedure and their application in criminal proceedings. (35 hours)	Feb. 10-14, 1986 May 19-23, 1986	$320.00	DOJ Training Center	Alex Bartning
Information Processes Course (93105)	Provides an overview of the Freedom of Information and Privacy Acts and the handling of Congressional inquiries. Conducted by DOJ attorney and paralegal personnel. (12 hours)	Jan. 23-24, 1986 May 1-2, 1986	$90.00	DOJ Training Center	Alex Bartning
Introduction to the Law for the Paralegal (93108)	Provides a general overview of the legal system and the present and potential role of the paralegal within that system. Participants will be exposed to the American system of law (Constitutional law, statutory law, criminal law and tort law) as well as general court procedures. (45 hours)	Feb. 11-Mar. 27, 1986 (9:20 a.m.-12:20 p.m.)	$300.00	DOJ Training Center	Alex Bartning

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Program	Course Description	Dates	Tuition	Location	CMG Contact
Evidence (93110)	Discusses matters which are admissable in court to establish the truth of controverted questions of fact. The student will deal with aspects of evidence which separate the matter into questions of law and questions of fact. The investigatory aspect of evidence will also be covered. (42 hours)	Apr. 14-25, 1986 (9:20 a.m.-3:00 p.m.)	$320.00	DOJ Training Center	Alex Bartning
Government Contracts (93114)	A study of the rules, regulations and statutes controlling government contracts. Methods of acquisition, contract types, modifications, socio-economic provisions, and disputes and remedies will be covered. (42 hours)	Oct. 28-Nov. 8, 1985 (9:20 a.m.-3:00 p.m.)	$320.00	DOJ Training Center	Alex Bartning
Automated Litigation Support (93116)	Discusses types and uses of litigation support systems, when to use automated litigation support and the advantages of automated litigation support. (16 hours)	Nov. 13-14, 1985	$150.00	DOJ Training Center	Alex Bartning
Bankruptcy and Reorganization Law Seminar (93117)	Focuses on particular problems facing the government in bankruptcy and the concerns of paralegals in Bankruptcy and Reorganization proceedings under the Bankruptcy Reform Act of 1978. Topics include preparation and review of relevant legal documents and bankruptcy forms, court regulations, review of the Bankruptcy Code and Rules including research techniques and the administration of cases under Chapters 7, 11, and 13 of the Bankruptcy Code. (24 hours)	Dec. 3-5, 1985	$150.00	DOJ Training Center	Alex Bartning
Advanced Bankruptcy and Reorganization Law Seminar (93118)	Focuses on finer applications of Bankruptcy and Reorganization Proceedings and Rules to a "real life" example. (16 hours)	Feb. 5-6, 1986	$150.00	DOJ Training Center	Alex Bartning

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NOMINATION PROCEDURE

See page 27 for procedures and requirements. All nominations are processed through OBD Administrative and Bureau Training Officers. An SF-182, Request, Authorization, Agreement and Certification of Training, must be submitted through proper administrative channels to the CMG for each attendee. Each course requires a separate training form made out to the vendor providing the training.

LEGAL SUPPORT TRAINING

Program	Course Description	Dates	Tuition	Location	CMG Contact
Legal Office Procedures (96124)	Provides both the entry level and experienced secretary with an understanding and working knowledge of the legal environment, the interpersonal connection, communications, confidentiality, legal filing systems, preparing legal pleadings and reviewing those areas in the law library most commonly encountered by the secretary in connection with day-to-day tasks. (30 hours)	Jan. 13-17, 1986	$225.00	DOJ Training Center	Alex Bartning
Citing and Typing the Law (96116)	Trains participants to master the Harvard Bluebook rules of correct legal citation of cases, statutes, administrative law materials and secondary authority. Also covers the Bluebook rules of style, including quotations, abbreviations, capitalization, punctuation, spacing, signal words, Id. and Supra. (15 hours)	Nov. 12, 19, 25, and Dec. 2, 9, 1985 (9:20 a.m.-12:20 p.m.) Feb. 18, 25 and Mar. 4, 11, 18, 1986 (1:00 p.m.-4:00 p.m.)	$155.00	DOJ Training Center	Alex Bartning
Successful Legal Research (96117)	Trains participants to perform actual legal research assignments for attorneys; how to locate cases, statutes, regulations, and law review articles; and how to update legal authority to the present day with emphasis on *shepardizing*. (15 hours)	Nov. 12, 19, 25 and Dec. 2, 9, 1985 (1:00 p.m.-4:00 p.m.)	$125.00	DOJ Training Center	Alex Bartning
The Litigation Secretary (96125)	Provides basic knowledge of the judiciary process necessary to perform duties. Addresses fundamental workings of the federal court system and the systematic preparation of legal documents. (16 hours)	Oct. 15-16, 1985 May 13-14, 1986	$100.00	DOJ Training Center	Alex Bartning

NOMINATION PROCEDURE
See page 27 for procedures and requirements.

MICROCOMPUTER TRAINING*

Operating a Microcomputer / Level I (94402)	Includes an overview of microcomputer systems capabilities, explanations of data storage, data processing, operating systems software communications, and special programs developed for DOJ managers. Participants will receive the most recent and relevant guidance materials from GSA and JMD on acquiring and using microcomputers in the Department of Justice. (8 hours)	Oct. 28, 1985 Nov. 18, 1985 Dec. 9, 1985 Feb. 10, 1986 Mar. 17, 1986 May 5, 1986	$105.00	DOJ Training Center	Alex Bartning

* All DOJ microcomputer training will be one-on-one (one person per computer).

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Program	Course Description	Dates	Tuition	Location	CMG Contact
Operating a Microcomputer / Level II (94403)	Provides instruction in operating the IBM PC. Includes procedures for on/off, taking care of magnetic media (diskettes), using PC DOS, loading and running programs, and creating safety (backup) copies of work products. Most of the day will be spent on how to use the commands built into the disk operating system (DOS). (8 hours)	Oct. 29, 1985 Nov. 19, 1985 Dec. 10, 1985 Jan. 21, 1986 Feb. 11, 1986 Mar. 18, 1986 Apr. 7, 1986 May 6, 1986	$105.00	DOJ Training Center	Alex Bartning
Multimate (94419)	For the Multimate experienced user this hands-on class will reinforce basic skills and present the more advanced editing and document manipulation capabilities, such as print commands, creating address lists and merge letters, forms fill in, assigning variables, overview of macros, and library functions. (8 hours)	Nov. 21, 1985 Dec. 3, 1985 Jan. 16, 1986 Feb 10, 1986 Mar. 20, 1986 May 6, 1986	$115.00	1001 Connecticut Ave. NW Washington, D.C.	Alex Bartning
Lotus 1-2-3 (94405)	This two-day hands-on course will provide an overview of the capabilities of 1-2-3 and develop the skills needed to use this powerful tool. Emphasis will be on creating and using spreadsheets, creating and manipulating a data base, and creating graphics using the spreadsheet. Trainees should have taken an introductory microcomputer course or have experience operating an IBM-PC or compatible microcomputer. (16 hours)	Oct. 7-8, 1985 Oct. 10-11, 1985 Nov. 14-15, 1985 Nov. 19-20, 1985 Dec. 9-10, 1985 Dec. 12-13, 1985 Jan. 9-10, 1986 Feb. 3-4, 1986 Feb. 6-7, 1986 Mar. 10-11, 1986 Mar. 13-14, 1986 Apr. 14-15, 1986 Apr. 17-18, 1986	$230.00	1001 Connecticut Ave. NW Washington, D.C.	Alex Bartning

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• All DOJ microcomputer training will be one-on-one (one person per computer).

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Program	Course Description	Dates	Tuition	Location	CMG Contact
Advanced Lotus 1-2-3 (94413)	For the *experienced* Lotus 1-2-3 user this hands-on course will present the advanced features of Lotus 1-2-3 with emphasis on the macro commands including macro design elements, naming and invoking techniques, writing, testing and debugging procedures, macro library structure and components, and macro chains and chaining techniques. Trainees must have completed Lotus 1-2-3 or have equivalent experience using the Lotus 1-2-3 program. (8 hours)	Oct. 15, 1985 Nov. 18, 1985 Dec. 11, 1985 Jan. 13, 1986 Feb. 5, 1986 Mar. 12, 1986 Mar. 19, 1986 Apr. 16, 1986 May 8, 1986	$115.00	1001 Connecticut Ave. NW Washington, D.C.	Alex Bartning
Symphony (94414)	Provides a full day of advanced explanation, training, and hands-on exercises on "Symphony," the improved integrated spread sheet word processing telecommunications data base management system. The course will concentrate on explaining how Symphony differs from Lotus 1-2-3. It will concentrate on using Symphony commands and functions and on converting Lotus 1-2-3 worksheets and macros to Symphony. Qualified trainees should have taken Advanced Lotus 1-2-3 or have extensive experience in using 1-2-3 including writing 1-2-3 macros. (8 hours)	Oct. 16, 1985 Dec. 5, 1985 Jan. 17, 1986 Mar. 18, 1986 Apr. 21, 1986	$115.00	1001 Connecticut Ave. NW Washington, D.C.	Alex Bartning
Data Base Management With dBase II (94406)	Hands-on instruction in dBase II. Covers starting dBase II, creating a file, entering and editing information, cursor control and movement, error correction, querying information, manipulating records, reorganizing the data base file, copying data bases, writing reports and indexing and sorting files. Participants should be familiar with operating a microcomputer, data file concept, data base management concept, dBase II fundamentals, file name structure and file types. (16 hours)	Nov. 20-21, 1985	$230.00	DOJ Training Center	Alex Bartning
Data Base Management With dBase III (a) (94416)	Emphasizes hands-on instruction on Ashton-Tate's "dBase III". Designed for personnel using a microcomputer to keep track of information on cases, personnel correspondence, or other data base items. Covers fundamental concept of "data base" and meanings of data base management terms. Includes creating a data base structure and varied operations performed using this package, including built-in dBase III functions. Trainees should have taken introductory microcomputer courses or have experience using an IBM PC or microcomputer with similar keyboard and operating under MS-DOS or PC-DOS systems. (16 hours)	Oct. 30-31, 1985 Dec. 11-12, 1985 Jan. 22-23, 1986 Mar. 19-20, 1986 Apr. 8-9, 1986 May 7-8, 1986	$230.00	DOJ Training Center	Alex Bartning

* All DOJ microcomputer training will be one-on-one (one person per computer).

Program	Course Description	Dates	Tuition	Location	CMG Contact
Data Base Management With dBase III (b) (94421)	Hands-on instruction on dBase III for personnel who have already completed basic microcomputer courses in dBase II. Includes creating a data base structure; how to add, modify, or delete records; how to sort and index a data base and other functions, including dBase III built-in functions. (8 hours)	Nov. 1, 1985 Jan. 24, 1986 May 9, 1986	$115.00	DOJ Training Center	Alex Bartning
Advanced dBase III (94418)	Provides for use of advanced dBase III commands; participants will define a data base problem and structure a solution. They will also create menus and use procedure files: memory variables, multiple file-processing and table lookup. Participants should have taken a class on dBase III and have been users of dBase III for some months. (8 hours).	Dec. 13, 1985 Apr. 10, 1986	$115.00	DOJ Training Center	Alex Bartning
Framework (94417)	Provides instruction on the capabilities and limitations of Framework. Course will cover help facilities, word processing and idea processing concepts, spreadsheet functions, data base functions and programming in FRED. Participants should have taken introductory operating courses. (16 hours)	Nov. 4-5, 1985	$230.00	DOJ Training Center	Alex Bartning
Harvard Project Manager (94420)	Designed for participants to learn project management principles and techniques. Covers characteristics of the program, how to develop a project plan and the program structure. Will include how to set up a calendar, roadmap, network and form; how to schedule and monitor a project; and how to identify report requirements and produce reports. Participants should be familiar with DOS. (16 hours)	Dec. 16-17, 1985	$230.00	DOJ Training Center	Alex Bartning
Microcomputer Telecommunications (94408)	Training will feature "Smart Com II," the telecommunications package supplied with the Hayes "Smart Modem," the most popular modem for microcomputers. Training will cover the concepts of telecommunications and use examples to help trainees to learn the meaning of terms used in microcomputer telecommunications systems. Topics will include how to create, modify or delete an auto-dial telephone set; how to create an automatic log-on sequence; how to send and receive files; and how to use the other Smart Com II functions. Qualified trainees should have taken an introductory microcomputer course or have experience in operating an IBM PC or a similar microcomputer operating under the MS-DOS or PC-DOS operating systems. (8 hours)	Dec. 4, 1985 Mar. 21, 1986	$115.00	1001 Connecticut Ave. NW Washington, D.C.	Alex Bartning

* All DOJ microcomputer training will be one-on-one (one person per computer).

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See page 27 for procedures and requirements.

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RECORDS MANAGEMENT

Program	Course Description	Dates	Tuition	Location	CMG Contact
Records Maintenance and Disposition (96119)	Provides information and instruction in establishing files for all administrative and program records (other than litigative case files maintained under the duplex-numeric classification system), according to regulations contained in OBD Order 2710.3A. Also includes guidance in preparing the Annual Summary of Records Holdings, as well as special emphasis on the disposition of records. Open to all grade levels of secretaries, administrative officers, executive officers, and other personnel engaged in, or responsible for establishing, maintaining and disposing of administrative program records. (16 hours)	Nov. 21-22, 1985 Jan. 21-22, 1986 Apr. 9-10, 1986 June 18-19, 1986 Sept. 10-11, 1986	No Cost	DOJ Training Center	Denise Johnson

NOMINATION PROCEDURE
See page 27 for procedures and requirements.

SECRETARIAL/CLERICAL TRAINING

Executive Secretaries' Seminar (96120)	Provides current information about social and technological factors that impact on the office environment and the executive secretary's work. Discusses how to evaluate professional skills and knowledge needed. Provides keys to understanding yourself and others. Suggests ways to avoid communication roadblocks. Stresses how attitude impacts on job satisfaction and office morale. Analyzes key time wasters and focuses on effective time savers. (24 hours)	Dec. 4-6, 1985 June 10-12, 1986	$100.00	DOJ Training Center	Mike Patchan Dottie Cisneros
Time Management for Secretaries (94513)	Designed to aid secretaries in controlling their time, stressing that the effective use of time is more essential than ever before. The objective of the workshop is mastery of the valuable skills of effectively planning, organizing, and controlling the most critical resource--time. (16 hours)	Nov. 19 and 26, 1985 Apr. 17 and 24, 1986	$100.00	DOJ Training Center	Gordon Hermes
Stress Management for Secretaries (96126)	Recognizes office work as one of the most stressful occupations in the country today. Discussion centers on managing stress as a key to attaining high performance and provides strategies for resolving stress and conflict on the job. (8 hours)	Dec. 6, 1985 May 8, 1986 Sept. 16, 1986	$75.00	DOJ Training Center	Denise Johnson

Program	Course Description	Dates	Tuition	Location	CMG Contact
Preparation of SF-182 (94105)	Reviews rules and regulations of DOJ Order 1410.3C regarding training and covers steps involved in completing the SF-182. (4 hours)	Feb. 26, 1986	$25.00	DOJ Training Center	Denise Johnson
Basic Travel Voucher Preparation (96115)	Provides general and very basic but essential coverage of information for preparing government travel vouchers (for secretaries and travel clerks). (16 hours)	Oct. 8-9, 1985 Mar. 5-6, 1986	$75.00	DOJ Training Center	Denise Johnson
Advanced Travel Voucher Preparation (96111)	Designed to provide information and guidance in preparing government travel vouchers, according to regulations contained in OBD Order 2200.11 Training concentrates on instructions pertaining to local travel and travel within the conterminous United States. Open to all grade levels. However, prime consideration will be given to employees who have the responsibility of preparing travel vouchers. (16 hours)	Nov. 12-13, 1985 Apr. 8-9, 1986	$75.00	DOJ Training Center	Denise Johnson
Basic Time and Attendance Workshop (96114)	This workshop is designed for new or recently assigned employees who have the responsibility for preparing and maintaining time and attendance reports. (4 hours)	Nov. 15, 1985 Feb. 7, 1986 May 16, 1986	$15.00	DOJ Training Center	Denise Johnson
Advanced Time and Attendance Workshop (96112)	Provides a general overview of DOJ Order 2120.6B. This workshop is designed to provide comprehensive instructions for preparing time and attendance records, making corrections to leave error listings and the various methods of receiving salary checks. This workshop is open to all employees with time-keeping responsibility. (16 hours)	Dec. 10-11, 1985 Mar. 25-26, 1986 June 10-11, 1986	$25.00	DOJ Training Center	Denise Johnson
Telephone Techniques Workshop (96110)	Provides guidelines and techniques for successful telephone communication, i.e., assisting people and solving problems efficiently, pleasantly and helpfully. (16 hours)	Jan. 28-29, 1986	$75.00	DOJ Training Center	Denise Johnson

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See page 27 for procedures and requirements.

COMMUNICATIONS TRAINING

Program	Course Description	Dates	Tuition	Location	CMG Contact
Essentials of English (94506)	This course includes basic grammar, sentence structure, punctuation, spelling, vocabulary, English usage, and using reference aids. Open to employees in grades GS-3 through GS-5. (32 hours)	Feb. 24-Mar. 20, 1986	$100.00	DOJ Training Center	Dottie Cisneros
Interpersonal Office Communications (94507)	Emphasizes effective interpersonal communications and human relations skills in the work environment. Stresses appropriate use of formal and informal language, listening, strategies for obtaining information and handling human relations problems. Covers techniques of narration, persuasion, assertiveness, questioning and giving directions. (24 hours)	Oct. 28-Nov. 8, 1985 (No class on Wednesdays)	$155.00	DOJ Training Center	Dottie Cisneros
Proofreading (94510)	Provides training and practice needed to proofread and improve this skill. Exercises consist of letters, memorandums, itineraries and invoices one might find on the job. Course is designed to increase awareness of common errors in written messages and teaches the standard marks for correcting them. Discusses basic language essentials and usage. (24 hours)	Jan. 22-24, 1986 Sept. 23-25, 1986	$115.00	DOJ Training Center	Dottie Cisneros Mike Patchan
Speed Reading (94503)	Designed to develop complete thinking/learning skills enabling the participant to acquire permanent speed improvement. Open to all employees who review significant amounts of written material. (15 hours)	Dec. 9-13, 1985 Jan. 27-31, 1986 May 12-16, 1986	$95.00	DOJ Training Center	Roland Finken
Effective Writing (94502)	Expands one's thinking and then one's writing skills. Participants spend considerable time evaluating and analyzing written problems. They then develop objectives, build strategies, and master writing techniques. Open to all employees required to prepare significant amounts of written material. (16 hours)	Nov. 14-15, 1985 Feb. 18-19, 1986 June 4-5, 1986 Sept. 18-19, 1986	$135.00	DOJ Training Center	Gordon Hermes Dottie Cisneros Dottie Cisneros Mike Patchan
Report Writing (94512)	This workshop helps you organize with a clear purpose and write with strength. You will practice purpose and scope, organization, writing and revising, format, executive summary and the use of graphics, charts, and statistics. (15 hours)	Jan. 8-10, 1986	$1[illegible].00	DOJ Training Center	Mike Patchan

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Program	Course Description	Dates	Tuition	Location	CMG Contact
Communicating With Your Supervisor (92123)	Focuses on developing a productive working relationship with your supervisor to promote harmony and job satisfaction. Includes learning how to cope with diverse personalities, building a more cooperative atmosphere and gaining recognition and respect for accomplishments. (16 hours)	Dec. 16-17, 1985	$125.00	DOJ Training Center	Roland Finken
Writing and Research Workshop for Attorneys (93111)	Teaches shortcuts to legal research and devotes considerable time to developing persuasive, clear and brief legal writing techniques. (16 hours)	As Required	$145.00	DOJ Training Center	Dottie Cisneros
Toastmasters (94504)	Provides members a professionally-designed voluntary program to improve their abilities in oral communications and to develop their leadership and executive potential. Organized group meets regularly. Meetings are conducted by members. Open to all DOJ employees; however, prime consideration is given to those engaged in public speaking activities for DOJ. (1 hour session—26 per year)	Every other Thursday	$40.00 annually	STAR Building	Roland Finken

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See page 27 for procedures and requirements.

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SPECIAL INTEREST TRAINING

Advanced Career Development (94203)	Course is designed for GS-9's and above. It will discuss the importance of continuing to plan one's career for personal and job-related satisfaction. Participants will discuss the importance of networks and mentors, how to have a professional appearance and the effect of professional image and professional office interrelationships. Course will also assist employees in updating their current SF-171 when planning a change in series, positions or moving up to the management level. Course will address performance appraisals and discuss how to improve ratings through assessment of responsibilities and setting goals. (16 hours)	May 1-2, 1986	$120.00	DOJ Training Center	Pat Ciuffreda

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Program	Course Description	Dates	Tuition	Location	CMG Contact
EEO Counselor Training (94201)	Provides a foundation in the principles and practices of EEO counseling. Covers the Federal personnel system, psychology of prejudice, DOJ-OBD complaint process, role of the complaint adjudication officer, developments in Title VII case law, use of statistics, handicapped discrimination, class action, role of the counselor, and affirmative action plans. Open to employees of DOJ-OBD who have been designated as EEO counselors, to EEO counselors from other Federal agencies on a space available basis. (24 hours)	As Required	$40.00	DOJ Training Center	Roland Finken
Retirement Planning Seminar (94101)	Discusses the emotional and administrative aspects of retirement, the health and nutrition aspects of retirement, and the financial aspects. Provides vital information on developing a workable pre-retirement program and planning a trouble-free transition to retirement. Open to any DOJ employee who is within five years of retirement. (16 hours)	Jan. 6-7, 1986 May 7-8, 1986	$125.00	DOJ Training Center	Roland Finken
CPR Basic (93201)	Designed to train employees in the methods and procedures of restoring breathing and circulation to victims of an accident or sudden illness such as a heart attack. Open to all employees at all grade levels but prime consideration will be given to supervisors and administrative personnel who are responsible for employee safety. (10 hours)	Dec. 9-13, 1985 Apr. 14-18, 1986 July 14-17, 1986 Sept. 15-19, 1986	No Cost	DOJ Training Center	Denise Johnson
CPR Review (93202)	Designed for those who already have either Red Cross or American Heart Association certification and is mandatory for individuals who wish to maintain their certification. (8 hours)	Mar. 14, 1986 Aug. 8, 1986	No Cost	DOJ Training Center	Denise Johnson
CPR Instructor Training (93203)	Designed to prepare candidates to teach CPR. Subject areas to be covered include lesson planning, use and interpretation of textual materials, evaluation of student performance, testing and grading. Open to employees who have a current Red Cross on American Heart Association certificate and who have both the time and desire to teach CPR to others. (16 hours)	Nov. 6-8, 1985	No Cost	DOJ Training Center	Denise Johnson

Program	Course Description	Dates	Tuition	Location	CMG Contact
Self-Defense Seminar (Women's Safety rogram) (93401)	Utilizes a variety of adult education techniques and focuses on both the psychological and physical aspects of self-defense in the work environment. On-site participative seminar. Open to all DOJ employees with prime consideration given to female employees. (16 hours)	As Required	$25.00	DOJ Training Center	Roland Finken

NOMINATION PROCEDURES
See page 27 for procedures and requirements.

UPWARD MOBILITY TRAINING

Career Development Workshop (94106)	Focuses on self-development and increased job effectiveness. It will involve learning how to improve the work environment and to expand personal effectiveness. Discusses process of managing a career, defines skills, values, options and aids participants in presenting themselves on paper and in person. (16 hours)	Sept. 9-10, 1986	$135.00	DOJ Training Center	Pat Ciuffreda
Improving Oral English (96122)	Employs discussions, oral readings, role-playing, and other forms of active participation in order to improve the oral communication skills of participants. Course will emphasize pronunciation, spelling principles, standard grammatical forms, parts of speech, use of dictionary and appropriateness for formal and informal language. (30 hours)	June 16-July 1, 1986 (9:20 a.m.-12:20 p.m.) (except Wednesdays)	$175.00	DOJ Training Center	Pat Ciuffreda
Reading Comprehension and Vocabulary (96127)	Teaches practical methods for improving listening, speaking, spelling and skills in vocabulary-building and reading comprehension. Participants learn how to discover and use learning resources. (GS-1 to GS-6) (36 hours)	July 7-Aug. 1, 1986 (9:20 a.m.-12:20 p.m., M-W-F)	$225.00	DOJ Training Center	Pat Ciuffreda

NOMINATION PROCEDURE
See page 27 for procedures and requirements.

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INTER-AGENCY AND NON-GOVERNMENT TRAINING

The CMG coordinates a number of programs sponsored by both Government and non-Government sources which are available to qualified Department employees. They are announced on a regular basis throughout the Department. Interested individuals can receive additional information concerning the programs and nomination procedures by calling their administrative or training officer or the CMG Contact (724-7492) listed.

Program	Course Description	Nomination Date	Cost	CMG Contact
National War College (91101)	Course of study involving detailed analysis of various political, economic, psychological and military factors in establishing national security policy. (9 months)	Spring Alternate Years	No Tuition Travel Costs	Alex Bartning
Industrial College of the Armed Forces (91102)	Course of study which examines the economic and industrial aspects of National Security. (9 months)	Spring Alternate Years	No Tuition Travel Costs	Alex Bartning
Fellowship in Congressional Operations (91122)	Program consists of work assignments in House or Senate Offices and on Committees. Weekly seminars are held for program participants. Foreign Affairs Fellowship option available as addition to basic program. (9 months)	Winter-Spring	$2750-$4750	Pat Ciuffreda
LEGIS Fellows Program (91121)	Program designed to provide expertise in legislative drafting and management of legislative work at Agency level. There is an assignment in either the House or Senate. (6 months-1 year)	Spring and Fall	$1875/$2800	Pat Ciuffreda
Intergovernmental Personnel Program (91225)	Provides for temporary assignments of personnel to State, Local and Tribal governments, institutions of higher education and certain organizations. (1-2 years)	Continuous	Negotiated	Julia Pfeltz (633-3351)
Brookings Institution Public Policy Conferences for Government Executives (91104)	Program provides opportunity to discuss National problems with government policymakers, scholars and corporate executives and explore possible solutions to them. (1 day-2 weeks)	Summer	$275-$3935 Travel and Per diem	Mike Patchan
President's Executive Exchange Program (91103)	Provides high-potential executives from Government and private sectors the opportunity to work in the opposite sector. Purpose is to exchange ideas and management techniques. (1 year)	Spring	Salary, Travel and Per Diem	Dottie Cisneros

Program	Course Description	Nomination Date	Cost	CMG Contact
Harvard University Executive Program in National and International Security (91129)	Designed for officers from the armed services and civilians of comparable status from organizations concerned with foreign affairs and national security, including the intelligence community, committees of Congress, and the private sector. (2 weeks)	Summer	$3400	Mike Patchan
Harvard University Program for Senior Executive Fellows (91130)	Intended for most promising managers in federal, state or local government, including candidates for or recent appointees to the Federal Senior Executive Service. Designed to provide training, knowledge, and skills for effective leadership roles in development and implementation of public policies and programs. (13 weeks)	Fall/Spring	$15,200	Gordon Hermes
Harvard University Program for Senior Managers in Government (91131)	Designed for senior executives who hold positions of major responsibility. Focuses on the roles and tasks of senior executives and seeks to develop those skills that will help them to meet the challenges of developing and implementing policy. (3 weeks)	Summer	$4800	Dottie Cisneros
*Federal Executive Institute	A variety of programs designed to develop and increase the executive's ability to provide leadership, analyze information and interact with others in the Federal executive environment. (1 and 4 weeks)	Summer	$500, $950, and $4700; Travel and Per diem depending on program	Mike Patchan
*Executive Seminar Centers	A variety of programs focusing on specific techniques and processes needed for effective executive and managerial leadership. Program topics include public program management, intergovernmental relations and management techniques. (2 weeks)	Summer	$1450 Travel and Per diem	Dottie Cisneros
Women's Executive Leadership Program (91132)	A program for preparing women early in their careers for managerial positions. Announced for women in grades GS-9 through 12 who have demonstrated exceptional potential to advance to mid-and upper-levels of management. (15 months-18 months)	To Be Announced	$3500 plus Travel and Per diem depending on program	Pat Ciuffreda

*See Administrative Officer for appropriate course code number.

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NOMINATION PROCEDURES

Nominations for the Executive Development and Management Training Programs should follow procedures outlined in this brochure. In addition to procedures outlined in this brochure, nominations for the Paralegal Training Program should follow procedures provided to participating organizations by the Program Coordinator, prior to commencement of each scheduled training program. Employees wishing to attend these programs should contact their training and/or administrative officer as the initial step for admission.

Employees wishing to attend the Supervisory, Professional Development, Procurement, Microcomputer, Secretarial/Clerical, Communications, Legal Support, Special Interest and Upward Mobility Training Programs should complete the SF-182, Request, Authorization, Agreement and Certification of Training Form. Upon approval and signature of supervisor(s) and appropriate administrative personnel, the SF-182 must be sent to the CMG, Room 202, National Association of Letter Carriers' (NALC) Building. Bureau personnel are required to process SF-182's through their respective training offices prior to forwarding forms to the Career Management Group. CMG Staff Contacts are available to answer inquiries and will notify participants of admission.

NOTE: All SF-182s are to indicate the catalog course number. The number appears in parenthesis after the title of each course listed.

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